

Terms of Business - Project-Specific Terms (Detailed)

Subject: Project-Specific Terms of Business - [Project Name]

Dear [Client Name],

Further to our recent discussions, this letter sets out the specific terms governing [Project Name], supplementing our Master Terms of Business dated [date].

PROJECT SCOPE

We will deliver [detailed project description] comprising the following phases:

Phase 1: [description and timeline]

Phase 2: [description and timeline]

Phase 3: [description and timeline]

Deliverables include [specific list]. Acceptance criteria for each deliverable are defined in Appendix A.

PROJECT FEES

Total project fee: [amount]

Payment schedule:

- [Percentage]% upon signing ([amount])
- [Percentage]% upon Phase 1 completion ([amount])
- [Percentage]% upon Phase 2 completion ([amount])
- [Percentage]% upon final delivery ([amount])

TIMELINE

Project commencement: [date]

Estimated completion: [date]

Milestone dates are specified in the attached project plan. Timeline extensions due to client delays will be documented and may incur additional fees.

CLIENT OBLIGATIONS

You will provide: [specific resources, information, access, personnel]. Delays in providing these may

impact timeline and costs. You will designate [name/role] as primary contact with authority to approve deliverables and changes.

CHANGE MANAGEMENT

Changes to scope require written approval and will be quoted separately. Change requests will be responded to within [number] business days with impact assessment.

INTELLECTUAL PROPERTY

Upon full payment, you will own [specify ownership]. We retain ownership of [specify retained IP, methodologies, tools]. Pre-existing IP remains with respective owners.

WARRANTIES AND ACCEPTANCE

Each deliverable will be submitted for acceptance. You have [number] days to review and either accept or provide detailed rejection reasons. Silence constitutes acceptance.

PROJECT-SPECIFIC LIMITATIONS

Liability for this project is capped at the total project fee paid. We are not responsible for delays caused by your failure to meet obligations or third-party dependencies.

Please sign and return the attached copy to confirm acceptance of these project-specific terms.

We are excited to begin this collaboration.

Best regards,

[Name]

[Title]

[Company Name]

[Date]

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